

## Content Project Manager

The American Alliance of Museums is seeking a project manager with a collaborative approach to manage the content production process for cross-departmental projects. This is a newly created grant-funded position with an expected end date of November 2022. You will support AAM's Content, Marketing, and Inclusion teams on projects focused on the themes of emerging from crisis; museums' sustainability and relevance; and diversity, equity, accessibility, inclusion, and anti-racism in the museum field. If you enjoy a fast-paced, collaborative environment and have an interest in museums, consider joining our team!

**About the position:** The Content Project Manager is a newly created grant-funded role for a limited term reporting to the Director of Content & Community Engagement. As part of the Content team, this position coordinates project management for content production for AAM grants and initiatives to ensure deliverables are met successfully, as well as assisting AAM staff in conducting research to identify examples for museum-based case studies and other content. Salary is high \$50's and position is eligible for full-time benefits.

**Skills and qualifications:** The successful candidate has at least two years of project management experience; excellent interpersonal skills and ability to work as part of collaborative team; strong writing skills; experience leveraging technology to manage and implement project plans (AAM uses Microsoft Office Systems, Confluence, Dropbox and Asana), and an interest in and commitment to diversity, equity, and accessibility (DEAI). AAM is particularly interested in candidates who can complement our DEAI work by offering unique perspectives and understanding of issues impacting groups that have been traditionally under-represented in the museum field.

### How to apply:

To encourage a broad pool of candidates with various backgrounds and to foster an equitable recruitment process, we are asking interested candidates to complete some initial background questions so that we can learn more about your experience. **To apply, please submit one document in PDF or Word format (limit to no more than one page total) containing only your email address and responses to the following questions:**

1. Why does the Project Manager position interest you?
2. Please give examples of previous experience and responsibilities with project management, including grants if applicable.
3. Have you ever conducted research before? Please share what you found to be rewarding, challenging, and unexpected about the process.
4. Share how your lived experience connects to or enhances your ability to contribute to AAM's DEAI work.

Please do not submit a cover letter or resume at this time or include any other personal identifiers besides your email address. Submit documents to: [hr@aam-us.org](mailto:hr@aam-us.org) with the subject line "Project Manager." Completed documents received by **December 17** will receive full consideration from our hiring team. Note that the hiring team will evaluate submissions on the content of the replies as well as the ability to communicate clearly. Candidates who are selected for further screening will be contacted by email within two weeks after this deadline. Due to the large number of applications AAM receives, we can only contact those candidates selected for further screening. The Alliance is an equal opportunity employer and values a diverse workplace. Please contact Human Resources at [hr@aam-us.org](mailto:hr@aam-us.org) if you need an accommodation in submitting your application.

**About the Alliance.** The American Alliance of Museums, a 501(c)(3) non-profit organization, is a trusted leader, partner, and advocate for museums and works to build a field that includes dynamic and diverse individuals, institutions, and communities. With a budget of \$10M, the Alliance provides leadership, advocacy, and service to its membership and the museum field, which includes a broad range of museums, from art to zoo. The Alliance is an equal opportunity employer and values a diverse workplace. For more information, please visit [www.aam-us.org](http://www.aam-us.org).